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DD/S&T 3417-68

6 SEP 1968

MEMORANDUM FOR: Director of Computer Services
Director of ELINT
Director of Scientific Intelligence
Director of Special Activities
Director of Special Projects
Director of Research and Development
Director of Foreign Missile and Space
Analysis Center

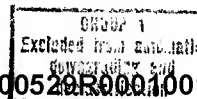
SUBJECT: Creation of the CIA Records Management
Board

25X1A 1. The DD/S has been instructed by the Executive
25X1A Director to establish a Records Management Board. Its
25X1A purpose will be to stimulate and monitor the immediate and
drastic reduction of the Agency's records holdings. It
shall also study and propose solutions for the whole range
of the Agency's paperwork management problems. [redacted]
[redacted] has been designated as the DD/S&T member on the
Board. Maximum support and cooperation must be provided to
[redacted] in his responsibilities associated with this
Board.

2. The first order of business of the Board will be
to effect the reduction in the volume of retired office
records at the Agency's Records Center. To accomplish this
purge, each Office Director should appoint a senior officer
with authority to review records stored at the Center in
order to dispose all unnecessary materials and to assist in
adopting new procedures and technological improvements to
reduce the records volume.

25X1A 3. In addition to the above, each Office should examine
the time that is currently devoted by their Records Manage-
ment Officers to records matters. It may be necessary to
reassign responsibilities to benefit the records program or
select a new Records Management Officer. Please provide the
names of your Senior Officers, requested in paragraph 2 above,
and Records Management Officers to [redacted]

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SUBJECT: Creation of the CIA Records Management Board

25X1A 4. A progress report will be made to the Executive Director by 30 September. In order to meet this deadline, I should like a report from each Office of the initial actions taken and the plans being developed on this matter. Please submit your report to me through [] by 20 September.

Carl E. Duckett
Deputy Director
for
Science and Technology

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